1 7 SEP 1981

MEMORANDUM	FOR:	DDS&T Repres	entative
FROM:	·. •	ing Planning	Committee
SUBJECT:		Conference Room Utilization	Study

25X1

25X1

25X1

- 1. According to current records, your directorate is responsible for scheduling the conference rooms listed in attachment 1.
- 2. Your assistance is requested in having the special log sheet (attachment 2) completed during the period 1 October - 31 October. The completed forms should be returned to OL/RPS 4E50 Has. by 5 November. Questions may be directed to
- The information is required to assist in space allocation and interior design so that new building designs adequately provide for conferencing needs. The Staff will develop the recommended quantities, sizes, and design features for conference rooms. Additionally, the Staff will recommend increased office areas for managers in those instances where incorporating small conferencing capability in the office would increase efficiency.
- If there are additional amplifying remarks you believe are pertinent to this study, please attach your comments with the completed logs.

Commences witch end and		
Attachments: 1. Conference Rooms Liste		
2. Log Sheet w/Explanation		
Distribution:		•
Orig - Adse, w/atts - OL/BPS Subject, w/atts 1 - OL/BPS Chrono, w/o atts		
1 - OL Reader, w/att 1 OL/BPS/L	(17 Sep 81)	OL 1 3884
Downgrade to UNCLASSIFIED When	•	

powngrade to

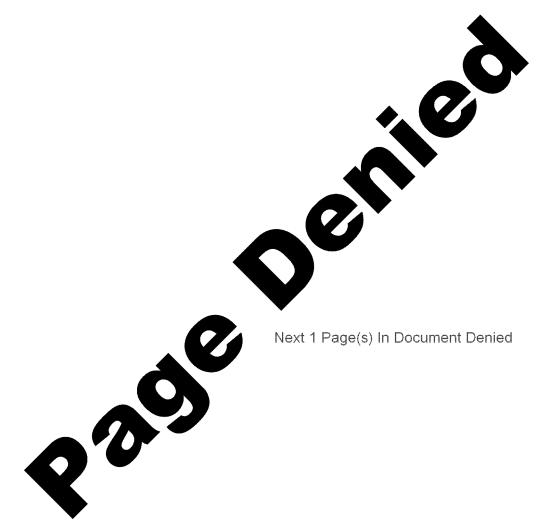
Separated from Attachments
Approved For Release 200011/21/CIA-RDP89-00244R000100080005-0

25X1

25X1

25X1

25X1



25X1